

# OIL AND GAS REGULATORY AUTHORITY

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## TENDER NOTICE

### TENDER ENQUIRY NO. 17 OF 2008

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from well-reputed vendors dealing with IT related business registered with income tax and sales tax departments, stationed at Islamabad/Rawalpindi, for supply and provide services (on use basis at the initial stage), of Microsoft Office Professional Plus 2007 OLP NL English License with CD of Media Kit, under Tender Enquiry No. 17/2008.
2. The Tender Documents containing detailed information, terms and conditions etc. are available on the websites of PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) and OGRA ([www.ogra.org.pk](http://www.ogra.org.pk)). These documents can also be obtained from office of the undersigned on cash payment (non-refundable) of Rs. 200/- (Rupees two hundred only), on any working day.
3. The tenders will be received latest by December 04, 2008 by 11:00 a.m, and will be opened on the same date at 11:30 a.m, in the Conference Hall of OGRA.

**ANWAR ALI SHEIKH**  
JOINT EXECUTIVE DIRECTOR (ADMN)  
**OIL AND GAS REGULATORY AUTHORITY**  
TARIQ CHAMBERS, CIVIC CENTRE, G-6, ISLAMABAD.  
PH: 051-9221715-18, FAX: 051-9221714

# OIL AND GAS REGULATORY AUTHORITY

TARIQ CHAMBERS, CIVIC CENTRE, G-6, ISLAMABAD

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## TENDER DOCUMENTS

### SUPPLY & SERVICES FOR MICROSOFT OFFICE PROFESSIONAL PLUS 2007 OLP NL ENGLISH LICENSE WITH CD OF MEDIA KIT

UNDER TENDER ENQUIRY No. 17/2008

The Oil and Gas Regulatory Authority (OGRA) intends to invites tenders for supply (provide services, if required) of Microsoft Office Professional Plus 2007 OLP NL English License with CD of Media Kit from well reputed venders dealing with IT related business, as per the following: -

Sr. #	Product Name/Description	Qty. (Approx.)
A	B	C
1.	MS Office Professional Plus 2007 OLP NL English (License)	08 users
2.	MS Office Professional Plus 2007 Media Kit	01 No.

**Note:** Support & Maintenance Service would be given on use basis at the initial stage.

### **General Terms & Conditions:**

- 1) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Pre-qualification Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal (**Annex-II**), both showing the tender enquiry No. 17 of 2008 and marked as "PRE-QUALIFICATION PROPOSAL" and "FINANCIAL PROPOSAL", respectively.
- 2) The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
- 3) The firm should have a minimum of two (02) years experience in the relevant field and should have a proper office at Islamabad/Rawalpindi.
- 4) The bidder will be required to submit a Pay Order for a sum equivalent to 2% of the total value of the bid, as earnest money in favour of OGRA, which should be payable at Islamabad.
- 5) Sealed tenders are required to be delivered to the office of the undersigned the latest by December 04, 2008 up till 11:00 a.m.
- 6) The Bid Opening Committee of OGRA will open the Pre-qualification proposals (Annex-I) in the first instance for evaluation per criteria given at **Annex-III**, on December 04, 2008 at 11:30 a.m. in the presence of the bidders or their authorized representatives, who may like to be present. Bids, which are not accompanied by the documents at serial No. 2 & 5, above, shall be declared Non-Responsive and their financial proposals will be returned unopened.

- 7) The Bid Opening Committee will open the financial proposals (Annex-II) of the bidders whose pre-qualification proposals are accepted, on a date and time to be communicated to them in advance, in the presence of the bidders or their authorized representatives, who may like to be present.
- 8) Only one authorized representative per bidder will be allowed to attend the opening of bids. A representative from a bidder will be required to submit an authority letter in his/her favor by the respective bidders for attending the opening of bids.
- 9) The bid validity period will be two (02) months, starting from the last date of bid submission.
- 10) The successful bidder will be required to deposit a "Performance Bond" equivalent to 5% of the total value of the contract, through a Pay Order in favor of OGRA, payable at Islamabad. If the bidder fails to deposit performance bond within one week of the receipt of the letter awarding the job, the same shall be treated as cancelled and the earnest money shall be forfeited.
- 11) 2% earnest money, if not adjusted in the 5% performance bond, will be released to the bidder after deposit of 5% performance bond. However, 5% performance bond will be released within 30 days after successful completion of the job.
- 12) The successful vendor is required to supply/deliver equipments within a month maximum from the date of receipt of Work Order. The bidder will also provide services at the initial stages, if required.
- 13) The proposals should not have any over-writing or cutting. Bids with any of the aforementioned defects may not be considered.
- 14) The contract will be awarded to the lowest evaluated bidder.
- 15) Payment will be made subject to the deduction of government taxes, within two weeks of production of the bill.
- 16) OGRA reserves the right to extend the opening date of the bids, cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal.

**(Anwar Ali Sheikh)**  
Joint Executive Director (Admn)

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<b>Pre-qualification Proposal</b>
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**SUPPLY & SERVICES FOR MICROSOFT OFFICE PROFESSIONAL PLUS 2007**  
**OLP NL ENGLISH LICENSE WITH CD OF MEDIA KIT**  
UNDER TENDER ENQUIRY No. 17/2008

Sr. #	Description	
1.	Name of the Firm	
2.	Address (Telephone, Fax & E-mail)	
3.	Year of Establishment	
4.	Sales Tax Registration No. (attach documentary evidence)	
5.	National/Income Tax No. (Annual Turnover supported by Income Tax Return)	
6.	Banker's Name & Contact Details	
7.	Experience related to similar assignments.	
8.	Whether 2% Bank Pay Order as Earnest Money is enclosed in the Pre-qualification Proposal.	Yes: _____ No: _____
9.	Assignments in Hand (Current)	
10.	Managerial/Technical Capability a). Total No. of Permanent Staff b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)	
11.	Clientage (Attach separate Annexure, if necessary)	
12.	Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
13.	Contact Person Date: _____	<hr style="width: 80%; margin: auto;"/> <i>Name &amp; Designation</i>  <hr style="width: 80%; margin: auto;"/> <i>Authorized Signature &amp; Stamp</i>

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**FINANCIAL PROPOSAL**

**SUPPLY & SERVICES FOR MICROSOFT OFFICE PROFESSIONAL PLUS 2007**  
**OLP NL ENGLISH LICENSE WITH CD OF MEDIA KIT**  
UNDER TENDER ENQUIRY No. 17/2008

Name of the Firm &amp; Address: .....

<b>Sr. No.</b>	<b>Specifications</b>	<b>Qty. (Approx.)</b>	<b>Unit Price (including GST)</b>	<b>Total Price</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>	<b>(e)</b>
1.	MS Office Professional Plus 2007 OLP NL English – License	03 Nos.	@ Rs. ....../-	Rs. ....../-
2.	MS Office Professional Plus 2007 Media Kit – CD	01 No.	@ Rs. ....../-	Rs. ....../-
<b>Grand Total (including GST):</b>				<b>Rs. ....../-</b>
<b>(Rupees .....only)</b>				
Support & Maintenance service would be given on use basis at the initial stage.			Yes: ____ No: ____	

\_\_\_\_\_  
**Authorized Signature with Stamp and**

**Name: (.....)**

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**ASSESSMENT CRITERIA****SUPPLY & SERVICES FOR MICROSOFT OFFICE PROFESSIONAL PLUS  
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The pre-qualification proposals will be evaluated as per the following criteria: -

<b>Grading</b>	<b>Marks</b>
Experience related to similar assignments	30
Managerial/Technical Capability	25
Clientage	25
Assignment in Hands (Current)	20

**Note:** Minimum score required to pass for Pre-qualification is 60%.